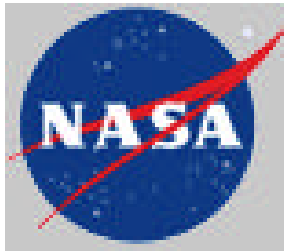


**National Aeronautics and Space Administration
Goddard Space Flight Center**

**Fiscal Year (FY) 2001 Affirmative Employment Program
Accomplishment Report for Women and Minorities**



**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GODDARD SPACE FLIGHT CENTER
AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
FY 2001 Affirmative Employment Program Accomplishment Report**

- Summary Analysis of Workforce
 - Accomplishment Report on Objectives and Action Items
 - Noteworthy Activities and Initiatives
-

Name of Origination: Goddard Space Flight Center

Address of Organization: Greenbelt, Maryland 20771

Organizational Level: Installation

Number of Employees Covered by Plan:

| | |
|----------------------|--------------------|
| <u>Total:</u> | <u>3121</u> |
| Professional | 1871 |
| Administrative | 755 |
| Technician | 280 |
| Clerical | 171 |
| Blue Collar | 44 |

Name of Contact Person/Person Preparing Form Telephone Number:
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Name of Title of Principal EEO Official:
Dillard Menchan
Chief, Equal Opportunity Program Office

Signature of Principal EEO Official _____ Date _____
Certifies That This Report Is In Compliance With EEO-MD-714

Name and Title of Head of Organization or Designated Official Who Certifies That This Report Is In Compliance With EEO-MD-714

A. V. Diaz (Date)
Director

Goddard Space Flight Center

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

OVERVIEW

The Goddard Space Flight Center (GSFC) revolutionizes knowledge of the Earth and the universe through scientific discovery from space to enhance life on Earth.

Goddard Space Flight Center enables discovery through leadership in Earth and space science. We serve the scientific community, inspire the Nation, and foster education. We partner with others to achieve NASA's goals. We create technologies that support and advance these endeavors to take full advantage of doing research in space. We accomplish this through innovation in all that we do.

The GSFC Located in Greenbelt Maryland includes the Wallops Flight Facility (WFF) on Wallops Island, on the Eastern shore of Virginia.

INTRODUCTION

This provides an overview of the GSFC-wide FY 2001 Affirmative Employment Program Accomplishment Report for Minorities and Women.

PURPOSE

The FY 2001 Accomplishment Report examines Goddard Space Flight Center's (GSFC) progress in improving employment and advancement opportunities for minorities and women. It also documents attainment of objectives as outlined in GSFC's Multi-Year (FY 1988-FY 1992) Affirmative Employment Program Plan.

AUTHORITY

The legal authority for developing accomplishment reports And affirmative employment plans for minorities and women is derived from Section 717, Title VII of the Civil Rights Act of 1964, as amended, and Executive Order 11478, as amended by Executive Order 12106.

Guidance on preparation of accomplishment reports is contained In the Equal Employment Opportunity Commission's EEO Management Directive 714, dated October 6, 1987.

DATA SOURCE

The employment statistics for occupational categories (Professional Administrative Technical, Clerical, Other and Blue Collar (PATCOB)) was obtained from the NASA Workforce Data Cubes, and mission-related occupations data was obtained from the Human Resources Workforce Information Tool (WIT) data system.

To determine underrepresentation in GSFC's occupational categories, statistics for the PATCOB categories (Professional and Administrative) were compared to the 1990 National Civilian Labor Force (CLF). Comparisons of Clerical, Blue Collar, and Technical workforces were made using local CLF percentages provided by EEOC in 1991, under the title of "Census Availability Data". Mission-related occupations were compared to the 1990 CLF data issued by the Bureau of the Census.

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Cover Page shows the name of the agency, the number of employees covered, and the signatures of the Principal EEO Official and the Head of the Agency.

Work Force Analysis provides a narrative about the employment of EEO groups in the occupational categories, mission-related occupations and grade groupings as compared to the applicable national civilian labor force data. For purposes of this analysis, EEO groups are White men, White women, Black men, Black women, Hispanic men, Hispanic women, Asian American/Pacific Islander men, Asian American/Pacific Islander women, American Indian/Alaskan Native men and American Indian/Alaskan Native women. *(Note: Percentages in the workforce analysis are rounded and in some instances will not equal 100 percent.)*

Accomplishment Report of Objectives and Action Items documents progress on achievement of objectives and action items targeted in GSFC's multi-Year (FY 1988-FY 1992) Affirmative Employment Program Plan and plan updates for Minorities and Women.

Noteworthy Accomplishments and Activities highlight GSFC's achievements in improving employment and advancement opportunities for minorities and women during FY 2001.

SUMMARY OF FINDINGS

1. All EEO groups are represented in the GSFC workforce.
2. The total GSFC workforce reflects:
 - Representation of non-minority females, Hispanic males and females, and Native Americans is less than their representation in the National CLF.
3. PATCOB analysis reflects:
 - Hispanic females, Asian/Pacific Islander females, and American Indian/Alaska Native females are not represented in the Technical occupational category.
 - Asian/Pacific Islander males and American Indian/Alaska Native males are not represented in the clerical occupational category.
 - White females, Hispanic males and females, Asian/Pacific Islander females, and American Indian/Alaska Native males and females are not represented in the Blue-Collar occupational category.

4. Mission Related Occupation analysis reflect:

- Of the eleven mission-related occupations, American Indian/Alaska Natives males are severely underrepresented (absent) in eight and American Indian/Alaska Native females (absent) in six.
- Hispanic females are not represented in three of the eleven mission related occupations. (General Physical Science, Astronomy, and Technician).

5. Grade groupings reflect:

- The largest portion of the GSFC workforce is concentrated in GS 13 – 15 grouping. However, all EEO groups also have the largest portions of their populations in this grouping except for Black females who are concentrated in the GS 9 – 12 grade group.
- Black females, Hispanic females, Asian/PA male and females, and Native American males and females are not represented in the Executive levels (Senior Executive Service).

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Summary Analysis of Workforce

An analysis of Goddard Space Flight Center's (GSFC) workforce was conducted on Equal Employment Opportunity (EEO) groups representation of Professional, Administrative, Technical, Other, and Blue Collar (PATCOB) categories, in major occupations and by grade groupings as compared to their representation in the National Civilian Labor Force (CLF) for Professional and Administrative groups and Regional (Washington, DC – MD – VA) CLF for Technician, Clerical, and Blue Collar groups.

PATCOB

Professional

GSFC's professional occupations constitute 59.9 percent of all civil service permanent (FT) positions. This category decreased by 9 positions in FY 2001 as compared to FY 2000. Minorities occupy 20.6 percent of these jobs, which is above the 13.8 percent representation of the National CLF. Total female representation is 18.4 percent. Further delineation of major professional occupations reveals significant underrepresentation of White women in all of the skill groups listed below and underrepresentation of minority women in Geophysics:

| <u>Title</u> | <u>Code</u> | Delta to National CLF (percent) | | | | |
|--------------------------|-------------|---------------------------------|--------------|--------------|--------------|----------------|
| | | Female | | | | |
| | | <u>White</u> | <u>Black</u> | <u>Hisp.</u> | <u>Asian</u> | <u>Am. Ind</u> |
| Computer Engineering | (GS-854) | -7.3 | | | | |
| General Physical Science | (GS-1301) | -12.2 | | | | |
| Geophysics | (GS-1313) | -25.3 | -2.3 | | | |
| Meteorology | (GS-1340) | -20.3 | -2.3 | | | |

During FY 2001 professional employment profiles changed as follows: (FY 2000 to FY 2001): White males (-30), White females (+10), Black males (+1), Black females (+1), Hispanic males (- 2), Hispanic females (+2), Asian male (-1), Asian female (+8), Native American men (+1), Native American women (0).

The professional category has decreased slightly from last year's numbers and hiring controls has not allowed for any significant gains in underrepresentation.

Administrative:

Positions in this category decreased by five. This category encompasses the second largest portion of the GSFC workforce at 24.1 percent. Underrepresentation of Hispanic males, Hispanic females, and Asian males in administrative occupations is being addressed in current action items. A large portion of our administrative positions have come from the clerical pool. GSFC is continuing efforts to increase representation of underrepresented groups in our clerical pool with the added anticipation that there will be corresponding increases in the representation of underrepresented groups in administrative occupations. The total representation of minorities (25.1 percent) and women (67.0 percent) is above their National CLF. Losses occurred in the profiles of White males (-3), White females (-4), and Hispanic females (-1). Increases were reported in the profiles of Black females (+3) and Asian American males. (+1). Hispanic males, and Asian females, Black males, and Native American male and female representation remains consistent with FY 2000.

Technical:

There was an increase of 5 positions during FY 2001 for a total of 280, which constitutes 8.9 percent of the workforce. Minorities (28.2 percent) and women (30.3 percent) are below their regional CLF. Specifically, White females (16.8 percent), Black females (13.6 percent), Hispanic males (0.4 percent), Hispanic females (0.0 percent), Asian males (0.7 percent), Asian females (0.0 percent), and Native American females (0.0 percent), are below their CLF, while White males (55.0 percent), Black males (13.2 percent), and Native American males (0.3 percent) are above their CLF.

Clerical:

This occupational series has 171 positions, 5.4 percent of the GSFC labor force serve in clerical positions, which is slightly above FY 2000 levels. However, 95.3 percent are females, which is significantly above the CLF. Total minorities (35.0 percent) are consistent with the CLF. Underrepresentation is noted in the following groups: White males (3), Black males (4), (2), Asian males (0), Asian females (2), and Native American males (0).

Blue Collar:

Forty-four employees, constituting 1.4 percent of the GSFC workforce, serve in blue-collar positions. Total minority (47.7 percent) representation is slightly below the CLF, while women (6.8 percent) is significantly below the CLF. Specifically, the profiles of White females (0), Black females (1), Hispanic males (0), Hispanic females (0), Asian females (0), and Native American males are below the CLF.

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Major Occupations

GS-861 Aerospace Engineer:

This category, the largest of all of the major occupations, comprises 17.8 percent of the GSFC workforce. Ninety-three percent (512) of the positions are graded GS -13–15 as follows: White males (65.2 percent), White females (10.3 percent), Black males (4.5 percent), Black females (0.9 percent), Asian males (5.6 percent), Asian females (1.4 percent), Hispanic males (3.6 percent), Hispanic females (0.7 percent), Native American males (0.0 percent), and Native American females (0.1 percent). Total female representation at 16.0 percent is above the CLF, and total minority representation of 19.0 is above the CLF except for Native American males and Asian males whose representation is below their CLF.

GS-801 General Engineer:

The number of employees decreased by 5 during FY 2001 to 262, which is 8.3 percent of the workforce. Ninety percent (233) of the positions are graded GS-13-15 as follows: White males (61.5 percent), White females (10.7 percent), Black males (4.2 percent), Black females (3.4 percent), Asian males (5.0 percent), Asian females (1.1 percent), Hispanic males (2.3 percent), Hispanic females (0.3 percent). Female and minority representation remains consistent with or above the CLF except for Asian males and Native American males and females who are below their CLF.

GS-855 Electronics Engineer:

The number of employees in this group decreased by 12 during FY 2001 to 217. Eighty-six percent of the positions are graded GS-13-15 as follows: White males (55.5 percent), White females (7.7 percent), Black males (4.1 percent), Black females (0.9 percent), Asian males (8.7 percent), Asian females (3.2 percent), Hispanic males (5.9 percent), and Hispanic females (0.4 percent). Overall minority and female representation is above the National CLF except for Native Americans.

GS-854 Computer Engineer:

This occupational group has 252 employees constituting 8.0 percent of the workforce. Eighty-six percent of these positions are graded GS 13-15 as follows: White males (67.1 percent), White females (15.9 percent), Black males (5.6 percent), Black females (2.3 percent), Asian males (5.1 percent), Asian females (1.4 percent), Hispanic males (1.8 percent), and Hispanic females (0.4 percent). Minorities comprise 19 percent of this group, which is

above the CLF. Females comprise (23.4 percent), which is below the CLF. White females (18 percent) are significantly below the CLF as well as Native Americans who are not represented in this occupation.

GS-1330 Astronomy and Space Science:

During FY 2001 the number of employees in this series remained consistent with FY 2000 levels. These positions constitute 9.0 percent of the professional population and 5.3 percent of the total workforce. Ninety-six percent of the grades are GS 13-15 as follows: White males (83.9 percent), White females (8.6 percent), Black males (1.8 percent), Asian males (3.7 percent), Asian females (0.6 percent), and Hispanic males (1.2 percent). Total female (8.9 percent) representation was below the CLF of 12.9 percent. Minority representation (7.7 percent) was also below the CLF of 9.2 percent. White males (83.9 percent) and Hispanic males (1.7 percent), and Asian males (3.5 percent) and Asian females (1.1 percent) were slightly above the CLF, while Black males (1.8 percent), Black females (0), Hispanic females (0), Native American males (0), and Native American females (0) were either below the CLF or not represented.

GS-1102 Contracts and Procurement:

Employee representation decreased by 17 to 161 in this series during FY 2001 constituting 5.1 percent of the total workforce. The following changes occurred: White males (-3), White females (-8), Black males (-1), Black females (-5), Native American females (0), Native American males (0), Asian females (0), Asian males (+1), Hispanic females (-1), and Hispanic males (0). The employment profiles of White males, Hispanic males, Asian males, and Native American males reflect underrepresentation in comparison to the CLF during this reporting period.

GS-1301 General Physical Science:

There was a slight decrease (5) in employees occupying positions in this series. This series constitutes 7.7 percent of the professional positions, and 4.6 percent of the total workforce. Eighty-nine percent of the positions are graded GS 13-15 as follows: White males (69.2 percent), White females (13.1 percent), Black males (2.3 percent), Black females (2.3 percent), Asian males (10.7 percent), and Asian females (1.5 percent). Total minority (15.8 percent) representation is above the CLF of 10.3 percent. Female (16.5 percent) representation is significantly below the CLF of 29.0 percent. White male (71 percent), Black male (3.3 percent), Black female (2.0 percent), Asian male (10 percent), and Asian female (1.3) representation is above or consistent with the CLF. However, White females (13.3 percent), Hispanic males (0), Hispanic females (0), Native American males (0), and Native American females (0) are either underrepresented in comparison to the CLF.

GS-301 Miscellaneous Administrative:

The number of employees serving in these positions increased slightly (1) during FY 2001 to 180. These positions constitute 5.7 percent of the GSFC workforce. Fifty-three percent of the positions are graded GS 13-15 as follows: White males (33.3 percent), White females (50 percent), Black males (5.2 percent), Black females (7.2 percent), Hispanic male (2.0 percent), Hispanic females (1.0 percent), Native American males (1.0 percent), Native American females (1.0 percent). Overall female representation of 72.2 percent is significantly above the CLF. Total minority (21.1 percent) representation is also above the CLF. White males (20.5 percent), Hispanic males (1.1 percent), Hispanic females (0.5 percent) and Asian males (0) are below the CLF.

GS-501 Financial Administrative:

In FY 2001 the positions in this series decreased slightly (-7) from FY 2000 levels and constitute 3.3 percent of the total workforce at 106. Twenty-six percent of these positions are graded GS 13-15, while seventy percent of these positions are graded GS-9-12 as follows: White males (5.4 percent), White females (63 percent), Black males (0), Black females (26 percent), Asian males (0), Asian females (4.1 percent), Hispanic males (0 percent), and Hispanic females (1.3 percent). Females constitute (89.6 percent) of this skill group, while minorities comprise (24.7 percent). Underrepresentation in comparison to the CLF is identified with the following groups: Black males (0), Hispanic males (0), Hispanic females (1), Asian males (1) Native American males (0), and Native American females (0).

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Grade Groupings

The following is a summary of EEO groups by grade grouping shown in percentages.

| <u>Category</u> | <u>Senior Executive</u> | <u>GS-13-15</u> | <u>GS-9-12</u> | <u>GS 5-8</u> | <u>GS 1-4</u> | <u>Blue Collar</u> |
|------------------------|------------------------------------|------------------------|-----------------------|----------------------|----------------------|-------------------------------|
| White m | 69.0 | 65.8 | 31.8 | 8.1 | 5.0 | 52.2 |
| White f | 21.4 | 16.3 | 38.7 | 52.5 | 30.0 | 0.0 |
| Black m | 4.7 | 4.2 | 9.1 | 2.3 | 10.0 | 40.9 |
| Black f | 0.0 | 2.8 | 15.8 | 32.0 | 40.0 | 2.2 |
| Hisp. m | 4.7 | 2.7 | 1.2 | 0.0 | 5.0 | 0.0 |
| Hisp. f | 0.0 | 0.7 | 0.6 | 0.7 | 10.0 | 0.0 |
| Asian m | 0.0 | 5.5 | 1.0 | 1.1 | 0.0 | 4.5 |
| Asian f | 0.0 | 1.4 | 1.3 | 2.7 | 0.0 | 0.0 |
| Ind. m | 0.0 | 0.1 | 0.4 | 0.0 | 0.0 | 0.0 |
| Ind. f | 0.0 | 0.1 | 0.3 | 0.3 | 0.0 | 0.0 |

Senior Executive Service & 16 – 18:

This category is comprised of 69.4 percent White males, a 3.6 percent decrease from FY 2000; 21.4 percent White females, a 3.2 percent increase from the previous year; 4.7 percent Black males, a 1.1 percent increase from FY 2000, and 4.7 percent Hispanic males, a 0.6 decrease from the previous year. There is no representation of Black females, Hispanic females, Asian females, Asian males, Native American males, and Native American females at this level. A total of 1.3 percent of the total workforce is at this level.

GS/GM –13 – 15:

There was a 0.7 percent increase in positions (16) in this grade grouping during FY 2001. At 2135 onboard, this grade group contains the largest portion of our population (68.4 percent). Female representation in this grouping is slightly higher than prior year levels at 21.4 percent. Minority representation of 17.7 percent is consistent with above FY 2000 levels.

GS-9 – 12:

This population decreased from prior year levels by 7.4 percent in FY 2001. Correspondingly, there were some decreases of White females (1.4 percent), and Hispanic females (0.1 percent), with decreases in White males (-0.4 percent), Black males (-0.6 percent), Asian males (0.3 percent) and Native American males (-0.3 percent) from FY 2000 percentage levels.

GS-5 – 8:

Currently, 259 employees are clustered in this grade grouping, an increase of 15 positions. However, total female percentage representation decreased by (-5.9 percent), minority percentage representation also decreased by (-4.1 percent). Increases were noted for White males (+5.2 percent) and Asian females (+1.9 percent)

GS-1 – 4:

The smallest portion of the GSFC workforce serves in this grouping of only 20 positions (0.6 percent of the workforce). This grouping is comprised of White males (5.0 percent), White females (30.0 percent), Black males (10.0 percent), and Black females (40.0 percent), Hispanic males (5.0 percent), and Hispanic females (10.0 percent). There is no representation of Asian males and females, and Native American males and females in this grouping.

Blue Collar:

Presently, the Blue-Collar population was 44 in FY 2001, a decrease of 2 positions. Blue Collar positions constitute 1.4 percent of the GSFC workforce. Ninety-eight percent of these positions are graded WG-9-12 as with numbers of employees as follows: White males (24), Black males (18), Black females (1), and Asian males (2), White females, Hispanic males, Hispanic females, Asian females, and Native American males and females are not represented in this segment of the workforce.

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Program Element: Organization and Resources

Problem/Barrier Statement: Cultural and gender issues exist which have a detrimental effect on assuring that underrepresented groups reach their full potential.

Objective: To foster an inclusive organizational climate where employees respect, appreciate and value individual differences so that we can capitalize on the strengths of a diverse workforce to better perform our mission through teamwork and innovation.

Responsible Officials: Diversity Council

Target Date: FY 2002

Action Item (s):

Promote an inclusive organizational climate where employees respect, appreciate and value individual differences so that we can capitalize on the strengths of a diverse workforce. These activities include proposing policies and advocating the provision of resources to ensure adequate support for implementation of diversity-related actions; developing strategies to ensure that the Center attains a highly skilled and diversified workforce that is integrated at all levels; and ensuring that leadership, development, management and supervisory training include applicable diversity components.

FY 2001 Accomplishments:

Diversity Dialogue Project --- Phase A of an innovative facilitated dialogue program to increase employees understanding of diversity issues was implemented. Approximately 70 employees from Greenbelt and Wallops Flight Facility participated in the six-month project from February – July 2001. With positive feedback provided by the participants, the DDP will be on a continuing basis.

Dialogue with supervisors -- Diversity Champion and Deputy Center Director Bill Townsend began meeting with supervisors to dialogue on diversity issues. The dialogue is a means for supervisors to dialogue on why diversity is important to Goddard, hear senior management perspectives on diversity, learn what's currently being done at Goddard, and ask supervisors help in making the Workplace Vision a reality.

Work Team Diversity metrics --- Work Team Diversity application was developed to collect metrics to understand the level of diversity on the Center's work teams, to sensitize team leaders so they take responsibility for ensuring diversity on their work teams and to demonstrate the validity of the Business Case for diversity.

Diversity Strategic Plan --- development of a 3-year Diversity Strategic Plan began, using Trevor Wilson's model of an Equity Continuum rating organizations on a scale of one to five on how they deal with issues of fairness for all employees. The plan will be considered as a work in progress with directorates reporting quarterly on their progress towards the objectives.

Directorates reporting of diversity activities – directorates began providing reports to the Diversity Council. The reports demonstrate how directorates are utilizing the diversity in the directorates, what they are doing to promote an inclusive environment, describe Best Practices that other directorates can learn from, what is actually being done to demonstrate what we mean when we say diversity and the progress towards this end.

A Cultural Survey analysis team conducted focus groups with Asian Pacific Americans and women to develop recommendations based on the 1999 Culture Survey. In addition, recommendations regarding secretaries and people with disabilities were developed. Actions affecting these groups were closed in 2001.

Mentoring Programs – The Applied Engineering and Technology Directorate (AETD) continued its Minority Career Mentoring program. The Flight Programs and Project Directorate (FPP) began implementing a directorate-wide mentoring initiative in which all employees were matched to a mentor. Other directorates began mentoring and/or coaching initiatives as well. The Center-wide Mentoring program is also continuing.

Quality of Work Life (QWL) Program – A QWL needs assessment study is underway to assess employees' needs with respect to balancing work and family life, to assess how the Center currently supports employees in meeting the identified needs, benchmark employee benefits and services provided by "best places to work", and to recommend strategies for GSFC to help meet assessed needs of the employees.

Measurement tool – the Diversity Council began exploration of a survey instrument to measure the diversity climate at Goddard. Assessment is still in progress.

Management retreats with a diversity component -- the Executive Council allotted a significant portion of its retreat to a discussion on diversity with Trevor Wilson, while the Diversity Council held an all day Retreat with Byron Kunisawa.

Diversity Awareness Programs/workshop – the Diversity Council sponsored a workshop on Understanding Islam to provide awareness and education. Diversity training courses have also been developed and vendors will be on-site beginning in 2002 to provide optional diversity training on respect and inclusion.

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Program Element: Workforce

Problem/Barrier Statement: Failure to develop a cohesive strategy to target the recruitment of White and minority women in the professional occupations of computer engineer, general physical science, accounting, meteorology, astronomy, and geophysics.

Objective: To increase the workforce representation of White and minority women in these professional occupations.

Responsible Official: Chief, Equal Opportunity Programs Office, Federal Women's Program Manager, and Internship Program Managers.

Targeted Date: FY 2004

Action Items(s): In order to continue to increase workforce representation in targeted fields, continue to encourage White women to enter the professional occupations of computer engineer, general physical science, accounting, meteorology, astronomy, and geophysics. This should be accomplished through programs and activities such as the Summer Institute in Science, Technology, Engineering and Research (SISTER), the college level programs such as Women in Science and Engineering (WISE) and other internships, and develop a plan to increase females in computer engineering.

FY 2001 Accomplishments:

The WISE program is a joint effort of NASA and Spelman College, a historically black college in Atlanta, Georgia. The WISE program is designed to help increase the number of minority women in the fields of engineering, science, and mathematics. The WISE scholars receive a 4-year scholarship for 50 percent of their tuition from NASA, providing they maintain a 3.0 Grade Point Average (GPA).

During the summer of 2001, six WISE scholars participated in internships at Goddard. During this time, they worked with mentors to accomplish meaningful research and technical experience and completed individualized research projects and technical research papers. They also participated in various colloquia, had exposure to management in a roundtable discussion with the Center Director, and made presentations about their projects within their directorates, branches, and divisions. The interns also participated in panel discussions with engineers, dialogue groups, and a site visit to the Wallops Flight Facility. Two of the interns acted as mentors for the SISTER program, which is described below.

In FY 2001, the SISTER program involved 20 adolescent girls who were between the 7th and 8th grades. Both minority and non-minority girls took part in the program. During the summer of 2000, the girls shadowed scientists and engineers, worked with mentors, and attended field trips and seminars.

In addition to the WISE and SISTER programs, Goddard sponsored several other internships, which included White women: High School/High Tech, Achieving Competency in Computing, Engineering, and Space Science (ACCESS), and Summer Institute in Engineering and Computer Applications (SIECA).

GSFC participated in conferences and activities for developing relationships with organizations that sponsor and promote minorities and women. Goddard participated in a variety of minority student-based and Community-based conferences this year. The purpose of our participation is to inform the public of educational and employment opportunities available at GSFC, as well as to share excitement about the various Goddard projects and resources. In FY 2001, we participated in the following activities:

- Take Our Daughters to Work
- Society of Women Engineers
- Society of Hispanic Professional Engineers (SHPE)
- National Society of Black Engineers (NSBE)
- American Indian Scientist & Engineering Society (AISES)
- Mexican American Engineers and Scientists (MAES)

In FY 2001 the Office of Human Resources (OHR) continued their proactive plan to increase hiring of White females in computer engineering (the occupational group most underrepresented) because we were not able to successfully reach our goals for FY 2001. This plan will coincide with FY 2002 hiring and was approved by the EO Council.

In an effort to make Goddard a model workplace that will be more attractive to women and increase the quality of worklife, the GSFC has implemented a workplace lactation program for nursing mothers. The program's purpose is to provide Goddard's nursing mothers with private, sanitary, onsite space to express their breast milk without unduly extending their workdays or adding stress to their already busy lives.

The lactation rooms are equipped with hospital grade breast pumps. Use of the facility is free. At the end of FY 2000, we had five rooms in operation (four at Greenbelt and one at Wallops) and five more scheduled to come online in FY 2001.

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Program Element: Workforce

Problem/Barrier Statement: Based on 1990 parity levels, White women, Black women, Asian and Pacific Island American women, Hispanic men, and Asian and Pacific Island American men are underrepresented in technician positions.

Objective: To increase the workforce representation on White women, Black women, Asian and Pacific Island American women, Hispanic men, and Asian and Pacific Island American men in technician positions.

Responsible Official: The Director of OHR and the Director of AETD

Target Date: FY 2002

Action Item(s): Expand the use of the Technician Apprenticeship Program (TAP) in order to increase the workforce representation of White women, Black women, Asian and Pacific Island American women, Hispanic men, and Asian and Pacific Island American men in technical positions, and ensure that participants receive the appropriate training needed to reach journey level.

FY 2001 Accomplishments:

The TAP is a formal 4_ year training program consisting of college-level academic classwork and on-the-job training. The program is registered with the U.S. Department of Labor and the Maryland Apprenticeship and Training Council. Apprentice technicians are full-time Federal employees of NASA, and enjoy the same benefits as other Federal employees, such as accrual of annual and sick leave, eligibility for health insurance, a retirement program, and generous training opportunities.

GSFC's TAP includes the following skill areas:

- Aerospace Engineering Technician (Machining)
- Aerospace Engineering Technician (Fabrication)
- Aerospace Engineering Technician (Plastics)
- Aerospace Engineering Technician (Plating)
- Aerospace Engineering Technician (Metal Bonding)
- Physical Science Technician (Optics)
- Electronics Technician

At the end of FY 2001 there were five individuals in TAP, one Hispanic male, one Black female, one Black male, one White female, and one White male. This decrease from 9 to 5 is due to 2 resignations, 1 termination, and 1 graduation from the program into a career-conditional appointment. We do not expect there to be an increase in the number of participants in TAP due to future workforce needs in the science and engineering arena.

Management, the Women's Advisory Committee, and the EOPO are continuing to address the technician workplace environment and its affect on attrition and retention.

In the fall of calendar year 1999, the Women's Advisory Committee (WAC) instituted a series of forums for women in technician jobs to meet and discuss issues they faced in the workplace. These forums continued throughout FY 2001. To protect anonymity, the WAC raised the issues and presented recommendations to directorate and intermediate levels of management. The issues raised included workplace violence, lack of safety instruction and equipment, and hostile and intimidating environment.

Management accepted and implemented most of the substantive recommendations including:

- Reinforcement of the workplace violence, non-discrimination and safety policies. The range of disciplinary actions was also spelled out.
- Management training to enhance human interaction skills.
- Include women on all selection panels.
- Modify apprentice program to create requirements flexibility based on entry-level knowledge.
- Monitor branch progress at the directorate level.

Both the technician women and management report positive changes in the shop culture and the emergence of an environment that is more conducive to learning.

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Accomplishment Report – FY 2001**

Program Element: Workforce

Problem/Barrier Statement: Based on 1990 parity levels, Black males, Hispanic males and females, and Asian males and females, and Native Americans are underrepresented in clerical positions.

Objective: To increase the number of underrepresented minorities in clerical positions.

Responsible Officials: Director of OHR, African American Program Manager, and Directors of.

Target Date: FY 2004

Action Item(s): In order to increase the workforce of underrepresented minorities in clerical positions, take actions that include the following: target recruitment of veteran employment services at GS-5 and above, make a greater effort to recruit from programs that offer transitions from school to work; encourage increased participation in the Cooperative Office Experience (COE) Program by working with high schools with significant representation of underrepresented minorities

FY 2001 Accomplishments:

GSFC established the COE Program to identify entry-level clerical employees for the Center. The program provides the opportunity for high school students to gain office experience, part-time, while attending high school. The advantages for the student include gaining on-the-job work experience, applying what he or she has learned in school, gaining counsel and supervision during the period of adjustment to a job situation, and earning money. The advantages for GSFC include observing potential employees before making a hiring commitment, reducing the cost of recruiting and training clerical employees, creating a pool of trained workers for clerical positions, and providing more involvement with the community. We currently work with Prince George's County, Montgomery County, and Anne Arundel County high schools to support this program.

The applicant must be a high school senior with career objectives in office occupations and be available for employment upon graduation. He or she must have had 1 year of typing and be able to type 40 words per minute. Shorthand is optional. Prospective COE's must have a good attendance record, desirable personality traits, a GPA of 2.7 in business and English (for grades 10 and 11), and be at least 16 years old. The applicant must have his or her own transportation to work. If the student meets these criteria, he or she may then be interviewed for the

program.

In the academic year ending in June 2001, there were a total of 9 participants: 3 Black males, 4 Black females, 1 White female, and 1 White male.

The Secretarial Cooperative (Co-op) Program was established by GSFC as a method for identifying and developing future clerical employees. The program provides the opportunity for college students to combine academic instruction with on-the-job training. Students attend college for half of the day and work as GS-2/3 Office Automation Clerks for the other half of the day.

The Co-op Program makes a commitment to recruit from a variety of culturally diverse schools. Several partnerships have been established with schools throughout the Washington Metropolitan area. One Black female is currently in the program.

The clerical field at Goddard increased from an FY99 level of 160 people to 171 people in FY 2001. Initiatives to alleviate the general clerical shortage and increase minority representation are ongoing.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

Program Element: Workforce

Problem/Barrier Statement: Based on 1990 parity, White women, minority women, Hispanic men, and Native American men are underrepresented in blue collar positions.

Objective: To increase the workforce of White women, minority women, Hispanic men, and Native American men in blue collar positions.

Responsible Official: Director of Human Resources and Director of Management Operations

Action Item(s): Use the Wage Grade Apprenticeship Program (WGAP) in order to increase the workforce on White women and Hispanic men in blue-collar positions.

FY 2001 Accomplishments:

The WGAP combines on-the-job training and academic course work to develop technicians with the knowledge and skills to support the Center. Occupations covered by the program include boiler-plant operators and High-voltage electricians.

Apprentices are selected from a variety of sources such as competitive referral lists, special authorities such as Veteran's Readjustment Act Appointment, or by transfer, reinstatement, reassignment, or promotion through the Agency's merit promotion procedures.

There are currently no participants in this program. This program is currently dormant due to a Code 200 management decision not to do hiring in this area due to limited hiring capability. In addition, the facilities maintenance positions have been phased over to contractors.

The number of blue-collar workers at Goddard fell from 46 to 44. This decrease was primarily due to refocusing wage grade employees into the GS technician workforce due to technological advances. It is not anticipated that there will be any Wage Grade apprentice positions this FY.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

Program Element: Workforce

Problem/Barrier Statement: Based on 1990 parity, women are underrepresented in Program Management (NASA Classification Code 340) positions.

Objective: To increase the workforce of women in these positions.

Responsible Official: Director of FPP, Chair, and members of the Women's Advisory Committee.

Target Date: FY 2002

Action Item (s): Use the Project Management Development Enterprise Program (PMDE) to increase the workforce of women in Program Management (NASA Classification Code 340) positions.

FY 2001 Accomplishments:

PMDE is a developmental program established by Center management for the purpose of providing to selected technical and professional administrative employees the work experiences, training, guidance, and direction necessary for them to assume key management positions on the Center's flight projects and in other Center directorates. Although initially established to eliminate a threat to the continuity of professional management of flight projects due to retirements/buyouts, the program has since been expanded to include eventual placement in all Center directorates. Project Management is a discipline that requires very specific training and experience. PMDE ensures continuity in professional, high quality Project Management, thus assuring a well-trained cadre of graduates as potential Center Managers. PMDE was initiated in 1990.

Key features of the program:

- Entry level is generally GS-12 through 14 for technical, and GS-12 – through 13 for administrative applicants.
- An average of 25 percent of the participants time will be applied to satisfying the developmental training and work experience requirements of the program.
- The participant's full performance level will be GS-15. Actual promotion will be dependent on position availability and performance of the participant.

- A specific PMDE training and work experience element will be incorporated into the employee's performance plan.
- A mentor will be assigned to each participant. The mentor's role will include guidance, counseling, and direction.
- PMDE will provide participants accelerated development, which will qualify them for direct assignments to positions of progressive responsibility and promotion opportunity without further competitive advertising.

This program was reinstituted in calendar year 1998. The program selects participants who take part in many activities in addition to their official duties. These "extracurricular" activities include meetings with a mentor with monthly status.

At the beginning of FY 2001, there were 17 people in the PMDE Program. Due to 4 graduations during the year, there were 13 participants in the program at the end of the year: 9 were females: 5 were White, 2 were Black, 1 Asian, and 1 Hispanic. There were also 4 males: 1 was White, 2 were Black, and 1 Hispanic. Efforts towards achievement of this action are continuing. GSFC is planning to advertise for a new class of participants during FY 2002.

NASA's GODDARD SPACE FLIGHT CENTER
Affirmative Employment Program
Accomplishment Report – FY 2001

Program Element: Workforce

Problem/Barrier Statement: Increase Hispanic representation in the administrative/professional occupations and gender focus of male and females in Miscellaneous Administrative (301), males and females in Financial and Administrative, (501), males and females in Management Analyst (343), male Computer Specialist, and female Accountant (510) commensurate with their representation in the CLF.

Objective: Eliminate underrepresentation in these administrative/professional categories and increase awareness in the Hispanic community of GSFC as a potential employer.

Responsible Official: Director of OHR, Chief of the EOPO, and Appropriate Directorates

Target Date: FY 2004

Action Item(s): Focused recruitment for positions at colleges and universities that with high Hispanic enrollment. Participate annually in conferences sponsored by Hispanic organizations to recruit Hispanic students. Advertise in Hispanic publications and newspapers. Meet with OHR to develop an action plan. Status will be reviewed by the EO Council

FY 2001 Accomplishment/Update:

Met with the Hispanic Advisory Chair on statistics and programmatic issues concerning Hispanic employment.

A recruitment visit was made to the University of Maryland in an attempt to recruit accountants in underrepresented groups.

An effort was made to recruit a Hispanic student via the Public Service Intern Program (a program coordinated by the EOPO for underrepresented minorities obtaining advanced degrees) in FY 2000. Continued efforts will be made to recruit Hispanic interns through this program.

A Hispanic accounting student intern was hired through a partnership with the University of Puerto Rico – Mayaguez. The student was placed in a resources position with the FPP Directorate. This is the second year of this relationship, and an additional four Hispanic minority interns are planned for this program in FY 2001.

In anticipation of the release of 2000 census data, which will likely show a large increase in the Hispanic population in professional/administrative disciplines, Goddard is also proactively seeking Hispanic candidates to fill these positions. In FY 2001, Goddard brought five Hispanic accounting interns to work in our resources and procurement areas. In FY 2002, that number will likely jump to 12, and will expand to our accounting and equal employment opportunity areas as well. From the students who interned in FY 2001, 2 are returning to Goddard as cooperative education students, and will be in the queue to receive full-time job offers upon graduation.

In FY 2001, the Center was able to conduct a significant amount fresh-out recruiting and hiring for only the third time in many years. As a result, visits were paid to schools with significant Hispanic enrollment, such as the University of Puerto Rico - Mayaguez, Polytechnic University of Puerto Rico, the University of New Mexico, and the University of Arizona. In addition in FY '01, a Hispanic employee of Goddard's Applied Engineering and Technology Directorate (AETD) was selected to participate in the NASA Administrator's fellowship program. As such, he will spend most of FY '02 as a faculty member at the University of Puerto Rico Mayaguez. Goddard also played a very visible role at the Mexican American Engineers and Scientists (MAES) Conference in Albuquerque in October 2000, with a workshop conducted in both English and Spanish about employment, internship, and cooperative education opportunities at the Center.

The Hispanic community was well represented in our summer internship and co-op programs in FY 2001. Seven Hispanic students from the University of Puerto Rico - Mayaguez participated in our co-op program, and fourteen Hispanic students participated in the summer internship programs sponsored by the Equal Opportunity Programs Office and the University Programs Office. These students represented colleges and universities around the country, including the University of Puerto Rico, Polytechnic University of Puerto Rico, Howard University, Santa Clara University, and the University of Virginia.

Our student employment program serves as an excellent feeder to permanent employment possibilities. There will be some key opportunities for permanent employment in FY 2002, so the Center will draw on its past participants in our student programs for potential candidates for these positions. GSFC has had a relationship with the Stevens Institute of Technology in Hoboken, New Jersey since 1996 to specifically address the above issue. This program, the NASA/GSFC - Stevens Distance Telementoring Program, pairs Goddard Hispanic engineers with teachers in northern New Jersey who have large Hispanic student populations. The Goddard engineers serve as resources to the teachers and students, as well as role models. Also in FY 1999, Goddard began a partnership with ASPIRA, one of the largest Hispanic non-profit organizations in the country. ASPIRA works with Hispanic communities around the United States and Puerto Rico to increase educational opportunities. In FY 1999, 10 members of ASPIRA spent two weeks at GSFC developing an action plan to utilize NASA resources. An additional 10 members of ASPIRA spent two weeks at GSFC in 2000. Ten more spent two weeks at Goddard during the summer of 2001. In addition, our Education Programs Officer has presented at the ASPIRA National Conference in order to try to involve additional Hispanic youth in NASA's educational programs.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

Program Element: Promotions

Problem/Barrier Statement: In grades 14 and above, underrepresentation of minority females and minority males in administrative positions, and minority females and males in professional positions.

Objective: The number of promotions of members of identified groups will be representative of the entire population for administrative and professional positions at GS-14 and above.

Responsible Official: Directors of, Chief of EOPO, Director of OHR.

Target Date: FY 2002

Action Item(s): Use the peer review mechanism to increase the number of promotions of minority females and males in administrative positions at GS-14 and above so that there will be better representation. Similarly, increase promotions for White females and minority males in professional positions at GS-14 and above.

FY 2001 Accomplishments:

GSFC's redesigned promotion process continued its phased implementation during FY 2001.

Some of the highlights of the new promotion process are:

- a. Simplification of promotion action submission/review/approval process.
- b. Emphasis on employee communications and supervisory accountability.
- c. Promotion criteria (currently being developed).
- d. Promotion resources management.
- e. Published metrics to monitor the overall promotion activity at the Center.
- f. Standing panel reviews will only be used for promotions above the full performance level to GS-14 and GS-15 positions. The makeup of the panels will consist of supervisory and nonsupervisory employees.
- g. Employee feedback will be used as a factor when considering promotion of supervisors. Supervisory feedback tool developed and implemented in FY 2001.
- h. The EO Council and advisory groups will be involved in reviewing outcomes from the promotion process.
- i. Supervisors will hold one-on-one discussions with each employee to discuss promotion requirements and career developmental activities (not currently in effect).

During FY 2001, there were a total of 18 promotions to the GS 14 and above in the administrative occupations. Ten of the 18 were for minorities and white females: 1 African American female, 1 Asian male, 1 Hispanic male, and 7 White females.

In FY 2001, there were a total of 109 promotions to the GS 14 and above in the professional occupations. Of the 109, 41 promotions were minorities and women: 7 African American males, 3 African American females, 6 Asian males, 1 Asian female, 4 Hispanic males, 2 Hispanic females, and 18 White females

During FY 2001, the Agency was in a hiring controls mode which affected our ability to make selections for career and accretion promotions to grades 14 and above.

During FY 2001, promotion criteria were developed and issued for engineering and science positions. This criteria will serve as a tool for supervisors in making promotion decisions and provides information to employees about requirements for promotion to the next grade level. Promotion criteria for other occupations is under development.

During FY 2001 the newly developed supervisory feedback system was rolled out. This system provides all employees an opportunity to provide feedback to their supervisors regarding their day to day supervisory responsibilities including feedback on performance and promotion opportunities.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

Noteworthy Achievements

FY 2001 Accomplishments:

- The GSFC Center Director continues to ensure managers are accountable for achieving affirmative employment objectives by Chairing the Quarterly EO Council meetings which include Directorate accountability reporting of AE Goals and objectives. To this end the Center Director also distributed a GSFC-wide announcement on “Setting GSFC’s Hiring Goals” which can also be viewed on the Office of Human Resources (OHR) and Office of Equal Opportunities Program s websites: <http://ohr.gsfc.nasa.gov/wfstatistics/Parity/home.htm>.
- GSFC has an installation (Wallops Flight Facility (WFF)) remote from its main base in Greenbelt, Maryland. GSFC continues to maintain a separate EO Office at that field unit by a full-time Equal Employment Opportunity (EEO) Specialist. .
- In FY 2001, EEO training for Goddard managers and employees was provided. A dynamic new trainer provided some insights into why EEO, Affirmative Action (AA), and Diversity are confusing to many. In addition to a review of the historical legal aspects of EEO and Affirmative Action, time was spent on dealing with real life issues, identifying practices and procedures which sometimes lead to misunderstandings and interpretations of discrimination.
- The GSFC OHR implemented the NASA STARS new automated Staffing and **Recruitment System**. This new staffing and hiring process will be much faster and easier for employees and external applicants to apply for NASA jobs.

OHR also provided a myriad of training programs and initiatives, and career forums to aid in employee professional development and career enhancement.

- Mentoring Programs – AETD Minority Career Mentoring program, continued its program in FY 2001. This program was developed to target the minority workforce using a one-to-one relationship or partnership that focuses on the career development needs of an individual so that maximum growth potential can be achieved.

The goal of the program is to provide an opportunity for all AETD

employees at all grade levels and skill areas to benefit from a mentoring relationship. The program:

- serves as a vehicle for transferring AETD technical and managerial knowledge to employees;
- creates a diverse pool of qualified candidates for job opportunities through expanded development of an individual's career plan;
- facilitate an environment for open dialogue regarding employee strengths and shortcomings in developing their career choices and aspirations;
- maximize AETD's level of performance by ensuring that people are connected and committed to each other, and by promoting personnel growth for all employees;

The Minority Career Mentoring benefits the AETD organization by increasing the institutional knowledge and skills, increasing communications among people of different levels of organization, creating a diverse pool of qualified employees for job opportunities, and improve morale.

- QWL Program – The purpose is to help employees handle work and family issues, develop a friendly workplace/worklife, provide for a well-balanced and stress-free environment, and provide balance among increasing demands. A benchmarking study (government agencies and NASA Centers) was completed and, along with the Culture Survey and an inventory of current GSFC activities (personnel, facilities, employee welfare), a QWL study will be performed to determine needs, expectations, priorities of employees, and recommend allocation of the QWL budget.
- In an effort to make Goddard a model workplace that will be more attractive to women and increase the quality of worklife, GSFC has implemented a workplace lactation program for nursing mothers. The program's purpose is to provide Goddard's nursing mothers with private, sanitary, onsite space to express their breast milk without unduly extending their workdays or adding stress to their already busy lives.

The lactation rooms are equipped with hospital grade breast pumps. Use of the facility is free. At the end of FY 2000 we had 5 rooms in operation (4 at Greenbelt and 1 at Wallops) and 5 more come online in FY 2001.

- WAC theme for its programs during FY 2001 was balance between work and family life. The WAC held five lunchtime seminars, each of which featured a different aspect of balance from continuous learning to parenting to creating personal time.

In conjunction with the Employee Development Office, we continued to offer two offsite workshops for women which are designed to help women make valued based decisions about their priorities for work and home (Around the Table: a workshop for women leaders and balancing career, family & self.

- Hispanic Heritage Month was celebrated by hosting the Annual Paella Night by the Hispanic Heritage Club with an evening of food and music.
- The Goddard Chinese American Club hosted their Mid-Autumn Festival Luncheon.
- Blacks In Government (BIG) GSFC Chapter sponsored "Black and Gold Dance." The festivities included food, door prizes, and music.
- Native American History Month was celebrated with a brown bag lunch video series on the history of Native Americans and highlights from various tribes. Native American, D.J. Vanas from Native Discoveries, Inc., provided a workshop on "The Warrior Inside" which focused on traditional concepts of warriorhood that will strengthen your performance in the information age." We also enjoyed Native American cuisine as the Goddard cafeteria (smoked chicken, salmon, wild rice, squash,). Dr. Robert Whitman (Navajo) from the University of Colorado to present on "Extracting pitch Information form Speech Signals).
- Rev. Martin Luther King, Jr. Commemorations
On January 9 & 10, 2001, GSFC hosted the Honorable Walter E. Fauntroy. Rev. Fauntroy, retired member of the U.S. Congress, was the Director of the Washington Bureau of the Southern Christian Leadership Conference (SCLC) and former DC Coordinator of the 1963 March on Washington.
- Black Engineer of the Year Awards Conferences – Baltimore, MD
GSFC AAPM successfully promoted, wrote and nominated Ms. Jacqueline Mims and Dr. Nigel Ziyad, two exemplary GSFC African-American professional employees. These nominations resulted in their receipt and acceptance of BEY national award recognitions at two successive Black Engineer of the Year Awards Conferences (2000 & 2001) in Baltimore, Maryland.
- Institute on Race, Power and Privilege: A Goddard Pilot
The Institute was a 4-day in-depth learning experience for African Americans and European Americans who want to develop skills and perspective helpful for managing change in the work setting leading to equity. The Goddard participants explored concepts of race, power and privilege. The workshop sessions were facilitated by the multiracial (African American and European American) team of four men and women

professionals from the Center for the Study of White American Culture, Inc. The program used a variety of techniques that emphasized experiential learning. Topics that will be addressed include the racial structure of U.S. society, how this racial structure shapes individual experience, how this structure is mediated by organizational and societal cultures, and how experiences of African Americans and European Americans differ and converge in relation to processes of racialization.

- The African American Women at Goddard (AWAG) celebrated Black History Month with a “Soul Food Fish Fry.” The Presentation was provided by the NASA HQ EO Officer who spoke on the “Twin Sisters of Success”.
- AWAG also initiated their “Stepping Up” series which highlights the Careers of Successful women in general and women of color in specific. FY 2001 highlights were the HUD CIO, Gloria Parker, GSFC Associate Director, Mary Kicza, and FDIC’s Director of the Division of Administration, Arlease Upton Kea.
- Asian Pacific American Heritage Month was celebrated by the Asian Pacific American advisory committee and Asian Pacific American employees sponsoring Asian Pacific American Cultural day with the Washington Korean Dance Company, Japanese Music Performance, by the Washington Toho Koto Society, Kontemporaryong Gamelan Philipino-Resident Ethnic Music and Dane Ensemble, Chinese Clligraphy demonstration, GSFC Cuong Nhu (Vietnamese style) Karate Club, and Tasting foods from different Asian Pacific countries. There was also a Luncheon Sponsored by the Advisory committee of Asian Pacific American Employees (ACAPAE) and supported by the Goddard Chinese American Club (GCAC), with Representative Robert Underwood as the keynote speaker and entertainment by the Hoaloha Band and Hawaiian Fire Knife Dance.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

Wallops Flight Facility

Critical Issues

There is under representation of Hispanics, Asians, and Native Americans at all grade levels with the exception of Hispanic engineers (GS-13). Although African Americans are represented, nine of twelve African American females are at or below GS-7.

Affirmative Action Strategies:

- Develop Mentoring Program for WFF employees
- Consider Student Programs
- Create a New Employee Transition Team
- Develop Hiring Plans for FY01 & Explore Use of incentives & increased marketing
- Interface with AFGC re African American clericals' career development
- Consider career development for minority and women employees at GS-12 and above, e.g., details & Identify women and minority nominees for leadership training
- Explore expansion of Career Counselor Role for WFF
- Improve climate relative to Recruiting & Retention
- Conduct an Education Open House
- Conduct an Open Forum on Upward Mobility Programs
- Conduct an Open Forum on IDP
- Explore use of Business Management-Professional Administrative Initiative
- Ensure expansion of Code 500 Career Development Initiative to WFF

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

Wallops Flight Facility

Noteworthy Achievements

Conducted a Dr. Martin Luther King Day observance – January 2001

Staffed table at Wallops Health Fair with information about various EO programs and services

- Conducted a Wallops Retention Study (Lynne Slater) – May 2001
- Sponsored EEO Refresher Training for supervisors and managers – June 2001
- Recruited one Project ACCESS student, a first for the Facility – Summer 2001
- Created a Mentoring Program with targeted recruiting of minority females at GS-7 and below and all female clerical employees – December 2001

Wallops Black History Club

Women of Wallops

Federal Women's Program

WOMEN'S HISTORY MONTH – March 2001

- “STOP in the Name of Love” - Calling a Halt to Abuse
 - Kathryn Adkins Reading, Luncheon Speaker

TAKE OUR DAUGHTERS TO WORK DAY – April 2001

- Morning Activities
 - Environmental Sampling
 - Flight with Fins and Wings
 - Weapons and Weather
- Afternoon Activities
 - Fire Station Adventure
 - World Wide Web
 - Mock Rocket Launch
 - Aircraft Hangar
 - Weather Balloons
 - Programming Robotics

- Wildflowers in Space
 - Vials of wildflowers sent on SEM-15
- Plan is to bring the children (including those from elementary school that piggy-backed our activities) back to follow-up
 - Demographics: 91 attendees; 76 girls, 15 boys

WALLOPS HEALTH FAIR – May 2001

- Assisted in staffing table with women's to provide mental and physical health information; showcased WOW website

NATIVE AMERICAN HERITAGE MONTH – November 2000

- Sponsored female Native American luncheon speaker

WOMEN OF WALLOPS DAY – October 2000

Two hour morning and afternoon workshops: "How to be Calm When the World Around You is in Chaos" and "Take Back Your Power"

Luncheon speaker: "Tapestry of Life"

Late Afternoon workshop – "Self-Defense Tips"

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

Discrimination Complaint Processing

GSFC administers its EEO discrimination complaint process in compliance with 29 CFR Part 1614 and the EEOC Management Directive 110. Descriptions of the process and counselor information are posted on the web, on boards in every Center building and printed in the Center phone book.

Typically, persons who believe that they have experienced discrimination, contact an EEO counselor who seeks to resolve the issues raised. Since January 1, 2000, complainants have the choice of traditional EO counseling and mediation as a form of Alternative Dispute Resolution. At this early informal stage, the emphasis is on resolution of the issues and not on judgment about the merit of the allegations. If the issues are not resolved, the aggrieved person has the right to file a formal, written complaint with Headquarters. From that point forward, Headquarters handles the investigation, hearing, and subsequent determination of discrimination. In some cases, we have continued to negotiate and reach a settlement.

Our recent complaint history is as follows:

Table 1: EEO Counseling Activity

| <u>Resolution/FY</u> | <u>FY 97</u> | <u>FY 98</u> | <u>FY 1999</u> | <u>FY 2000</u> | <u>FY2001</u> |
|-------------------------|--------------|--------------|----------------|----------------|---------------|
| New Cases Counseled | <u>11</u> | <u>14</u> | <u>11</u> | <u>15</u> | <u>11</u> |
| Cases Resolved | 3 | 4 | 6 | 8 | 4 |
| Formal Complaints Filed | 4 | 7 | 1 | 6 | 5 |
| Complaint Dropped | 4 | 3 | 2 | 1 | 1 |
| Still in Counseling | - | - | 2 | 0 | 1 |

Fifty percent of the allegations raised through the complaint process have gone forward to the formal phase. Of the 17 formal cases that have been completed during this period, 10 (59 percent) were settled without a finding of discrimination; 1 was rejected as untimely, and 6 resulted in a finding of "no discrimination."

**Table 2: EEO Counseling Activity
Basis (es) of Complaint**

| Basis/Fiscal Year | <u>FY97</u> | <u>FY98</u> | <u>FY 1999</u> | <u>FY 2000</u> | <u>FY2001</u> |
|-------------------|-------------|-------------|----------------|----------------|---------------|
| RACE | 4.7 | 5.3 | 3.5 | 6.5 | 5.5 |
| SEX | 3.7 | 1.5 | 1.5 | 4 | 2 |
| AGE | .3 | 3.3 | 2 | 2 | .5 |
| HANDICAP | 2.0 | 0 | 2 | 1 | 2 |
| RELIGION | 0 | 0 | 1 | 0 | 0 |
| REPRISAL | .3 | 2.8 | 1 | 1.5 | 0 |
| NAT. ORIGIN | 0 | 1 | 0 | 0 | 0 |
| Total | <u>9</u> | <u>11</u> | <u>14</u> | <u>15</u> | <u>10</u> |

Race is the primary basis cited in Goddard discrimination complaints. The following table provides some further information on this group.

Table 3: Detail on Race Based Complaints

| | <u>FY96</u> | <u>FY97</u> | <u>FY98</u> | <u>FY 99</u> | <u>FY00</u> | <u>FY01</u> |
|--|-------------|--------------|-------------|---------------|--------------|-------------|
| Total Complaints Counseled | <u>9</u> | <u>11</u> | <u>14</u> | <u>11</u> | <u>15</u> | <u>10</u> |
| Complaints Citing Race as a Basis | 3 | 6 | 8 | 6 | 6.5 | 5.5 |
| # (percent) filed by whites | 0 | 1 | 0 | 2 | 0 | 1.5 |
| | (75percent) | (17percent) | (33percent) | (100 Percent) | (70 percent) | |
| # (percent) filed by African Americans | 3 | 5 | 7 | 4 | 6.5 | 3.5 |
| | (25percent) | (100percent) | | (83percent) | | (88percent) |
| Americans (67percent) | | | | | | |
| # Resolved informally | 0 | 2 | 3 | 1 | 6 | 1 |
| # Who Filed Formal Complaints | 1 | 2 | 4 | 1 | .5 | 3 |
| Issues: Nonselection/Not promoted | | | | | | |
| Of all complaints | 0 | 3 | 9 | 2 | 0 | 4 |
| Of complaints by African Americans | 1 | 0 | 2 | 6 | 0 | 2 |

In recent years, we have initiated several new efforts to foster resolution of discrimination complaints.

In FY 1996, we developed a training program for managers and employees who had been selected to participate as management representatives and mediators in our ADR process. EO managers from other agencies attended this training and it has been used as a prototype at other NASA Centers.

In January 1997, we published a brochure entitled "Sexual Harassment: What it is and what you can do about it." The brochure provides up-to-date information that is based on recent legislation and case law. It also includes suggestions for people who find themselves involved in some aspect (as a victim, supervisor, witness, or accused) of a harassment situation.

In 1998, we have worked with the Goddard Contractors Association to develop guidelines for inquiry and resolution of allegations that cross public and private sector or corporate lines. Our benchmarking activity indicates that we are the first government installation to develop such a process. Details are available on the EOPO Home Page <<http://eeo.gsfc.nasa.gov>>.

Effective January 1, 2000, two options, counseling and mediation, became available at GSFC for attempting to informally resolve issues raised in the EEO discrimination and complaint process. Both traditional EEO Counseling and the new ADR process offer the services of trained collateral duty personnel to facilitate problem-solving. Brochures detailing information about EEO counseling and mediation with a list of the GSFC EEO counselors were distributed to each employee at GSFC in February 2000.

This past year the Executive Council decided to require all supervisors to take refresher training in EEO regulations every three years. All new supervisors are required to take 8 hours of classroom training during their probationary period. Seasoned supervisors are required to take _ day training. They have a choice of classroom or web-based training. All supervisors will be compliant with this new guidance by the end of FY 2003.

**NASA's Goddard Space Flight Center
Affirmative Employment Program
Accomplishment Report – FY 2001**

G L O S S A R Y

Action Item: A step which has been identified towards achieving objectives documented in the Accomplishment Report of Objectives and Action Items.

Civilian Labor Force Data: People, age 16 or older, who are employed or seeking employment. These statistics exclude those in the Armed Forces. Civilian labor force data are published on a nation-wide basis and also by locality (referred to as Standard Metropolitan Statistical Area).

EEO Groups: White men, White women, Black men, Black women, Hispanic men, Hispanic women, American Indian/Alaskan Native men, American Indian/Alaskan Native women, Asian American/Pacific Islander men, and Asian American/Pacific Islander women.

Employee: Either a full-time or part-time member of the agency's work force who is employed on a permanent basis. This term does not include those individuals hired under temporary or intermittent appointments.

Fiscal Year: The reporting period from October 1 of one year to September 30 of the following year.

Mission related occupations: These are occupations with 100 or more employees.

Occupational Categories: These are the major employment categories for White-collar and wage board pay systems. They are classified into the following six groups: Professional, Administrative, Technical, Clerical, Other, and Blue-Collar (often referred to by the acronym PATCOB).

Underrepresentation: This situation occurs when an EEO group constitutes a smaller percentage for a given occupation or occupational category, in proportion to the group's percentage representation in the applicable civilian labor force. Severe underrepresentation manifests itself when an EEO group is absent from an employment category. (Term is synonymous with manifest imbalance).